

Effective 1 April 2000

Personnel

Enlisted Promotion System

FOR THE GOVERNOR:

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History. This is a revision of CAARNG Supplement 1 to Chapter 11, NGR (AR) 600-200 dated 1 March 1999.

Summary. This publication defines the procedures used by the CAARNG to administer the Enlisted

Promotion System by supplementing NGR (AR) 600-200. The State AG has modified certain aspects. This publication supersedes CAARNG Supplement 1 to CH 11, NGR(AR) 600-200, dated 1 March 1999.

Applicability. This supplement applies to all enlisted personnel who are eligible for promotion to grades Sergeant (SGT) through Sergeant Major (SGM) in the CA ARNG.

Proponent and exception authority. The proponent and exception authority for this supplement is the Director of Military Personnel (CAMP). Supplementation of this publication and establishment of command and local forms are prohibited without prior written approval from the Military Personnel Office (MILPO).

Interim changes. Interim changes to this supplement are not official unless they are authenticated by the MILPO.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms), directly to Office of the Adjutant General CA ARNG, ATTN: CAMP-EPM-EPS.

Distribution. Distribution of this supplement is for Army - A. Electronic distribution is authorized.

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Glossary

SUMMARY OF CHANGE

This revision--

- Input of data on the Intra net site (Only)
- Window open Jan-Mar, publish 1 April
- Validation accomplished at Bn level
- Publish vacancy rosters to MACOMS - PREC to assist in filling vacancies
- The Personnel Readiness Actions Committee (PRAC) will serve as the Enlisted Promotions System executive agent that will review the ZCL and fill vacancies based on unit recommendations. The PRAC will be comprised of representatives from each MACOM.
- Mileage options changed to 0-50 and 0-125 ONLY
- All SIDPERS must be submitted and coded prior to suspense dates
- Primary and Secondary promotion consideration lists. The Promotion List (PL) consist of all eligible and recommended soldiers for promotion. The Zone of Consideration List (ZCL) consist of PL soldiers who have met their NCOES requirements for promotion. The Master Promotion List (MPL) will be published upon completion of the suspense date. Soldiers who fully meet the requirements for promotion are eligible for the ZCL. Soldiers on the eligibility promotion list may be selected to fill vacancies once the ZCL is exhausted. A Zone of Consideration List (ZCL) will be derived from the eligibility promotion list. This ZCL will be used to prioritize vacancy fills. Only soldiers on the ZCL are selected to fill vacancies regardless of overall standing on the promotion list.
- Challenges and IG complaints. Challenges to the MPL must be forwarded in writing through the "Chain of Command" to MILPO in a timely manner and within the board cycle. All challenges after the board cycle will be returned without action.
- Dissemination of Information. The unit will provide each soldier within their command access to the Promotions website. The unit commander may do this by:

- Posting the web address on the Official Unit Bulletin Board
 - Posting a time/date that unit resources are made available for soldiers to review their standing during duty hours
 - Print a copy of each soldier's standing from the website prior to each month and post this information on the Official Unit Bulletin Board

- Standby Board. A Standby Advisory Board (STAB) will be conducted every six months after the cycle date. IST, ISR, new accessions and soldier's erroneously missed may be added to the MPL at this time as applicable. This headquarters will establish effective date of eligibility. STAB will not be used to update points for soldiers currently on the MPL.

- Added the following tables (for quick guidance to units)
 - Table 3-3. Points for time in grade and time in service.
 - Table 3-4. Points for weapons qualification (maximum 75 points).
 - Table 3-5. Points for Army Physical Fitness Test.
 - Table 3-6. Points for other resident training.
 - Table 3-7. Points for Self-development courses.

- Annex Changes:
 - B-Added Commander Recommendation Signature
 - F-Deleted SPC/SGT Promotion List Example
 - J-Deleted Voluntary Reclassification Memo
 - L-Deleted Correction to Validation List Memo

Introduction

Chapter 1

Overview

1-1. Purpose

a. The purpose of this supplement is to provide instructions for all promotion actions. When State policy varies from Chapter 11, NGR (AR) 600-200, consider this Supplement the clarifying CA ARNG guidance.

b. Promotions are not a right, but a privilege that should only be granted to those soldiers who demonstrate the motivation, potential, and leadership abilities necessary to assume a position of greater responsibility. Only soldiers ready to take on the challenges of leadership should be recommended. Commanders, First Sergeants (1SG), and First Line Leaders (FLL) are reminded that accrued points in and of themselves are not to be the sole basis for promotion recommendation. Certain aspects of this system are modified by the Adjutant General to enhance personnel management within the CA ARNG.

1-2. Explanation of Abbreviations and Terms

Abbreviations and special terms used in this Supplement are explained in the glossary.

1-3. Enlisted Promotion System

Roles and responsibilities are more clearly defined to ensure required actions are accomplished:

a. Commander: The commander is ultimately responsible to ensure their soldiers are properly informed, trained, and provided adequate resources to be successful in the promotion system. Commanders will monitor the promotion system to ensure subordinate leaders take care of their soldiers. Commanders have the final decision on recommending soldiers for promotion for the current cycle. Commanders must sign the 4100s.

b. 1SG: The 1SG is responsible to ensure that all recommended soldiers are processed. Soldiers not recommended for promotion will be counseled (see Annex E).

c. Unit Responsibilities: Generate the Personnel Eligibility Roster (PER) and 4100 Worksheet; and input the changes as required. Ensure all changes made into the EPS program are saved prior to the suspense date. Unit will maintain the 4100 worksheets in their MARKS file, along with any non-recommended soldier's counseling forms (DA Form 4856).

d. Individual Soldier: Review the 4100 Worksheet for accuracy. Provide all valid source documents as required. Indicate desire for consideration of promotion for the current cycle and select a voluntary relocation range. Sign the completed 4100 Worksheet and keep copies of the entire packet for personnel file.

e. This headquarters will publish a list of vacant positions. Vacancies identified, but not filled may be accomplished by the MACOMS. Units should cross-level personnel to elevate excess personnel. Units may also make recommendations to MACOMs on fills.

1-4. Selection Control Number Log

Each Separate Unit, Battalion and Senior Command that has promotion authority will maintain an Enlisted Promotion Control Log (see Annex H). A selection control number will indicate all selections. The Enlisted Promotion System number sequence is Year, Month, and the number of actions in that month (example: 9904-002).

Chapter 2

Exceptions

2-1. SPC to SGT Promotions

a. Promotion Lists (PL) for SPC to SGT are managed at Battalion level. Soldiers will be input into the Intranet version of EPS. Documentation requiring SIDPERS coding will be forwarded throughout the year. Documents not coded into SIDPERS, prior to the board publish date, will not count for promotion purposes.

b. The Unit will generate the PER and 4100 worksheets from the Intranet Enlisted Promotion Website. Units will complete the 4100 worksheets (see Chapter 3). The unit will then input completed 4100s and 4101s into the EPS website.

c. The PL will be in effect until the next official board as determined by the Enlisted Promotion System. Battalions that do not have PLs on file will be unable to promote soldiers to SGT for the remainder of that promotion cycle. Once published, the PL can only be modified with MILPO concurrence.

2-2. Warrant/Officer Candidates

a. Once an enlisted soldier accepts cadet / candidate status (on orders), for Officer Candidate School or Warrant Officer Candidate Course, the soldier is no longer eligible for the Enlisted Promotion System.

b. Candidates that are currently listed on the PL, must be removed by their commands upon receipt of appointment orders; see NGR (AR) 600-200 (para 11-48j).

2-3. Special Instructions for Promotion to Sergeant Major

Instructions for promotion to Sergeant Major are contained in Chapter 11, NGR 600-200 (Implementing Draft). Any additional guidance will be published in Personnel Policy Bulletins as required. Current Policy Bulletins include a detailed explanation of the application procedure for the U. S. Army Sergeants Major Course.

2-4. Special Instructions for Lateral Appointment as a First Sergeant

Commanders may continue to select their First Sergeants from the published Promotion List. Commanders may establish leadership boards to identify 1SG positions for Master Sergeants or Sergeants First Class, who desire and are eligible for promotion, to serve as 1SG. Reference NGR 600-200 Chapter 11. These boards will be held at major subordinate command and state level only and will be comprised of command sergeants major. Major Commands will request authorization for these boards from this headquarters, attention Director of Military Personnel.

Chapter 3 Defining the System

3-1. Sequence of Events

The Enlisted Promotion System is a multiphase system designed to place the best-qualified soldiers in leadership vacancies. The following sequence of events outlines who is responsible for each step in the process, and which order they occur:

a. **MILPO** will publish an MOI announcing board dates annually. The MOI will include the following:

- (1) Grades considered.
- (2) Eligibility criteria.
- (3) Suspense date.
- (4) Directions on how to access the EPS web site.
- (5) Points of contact for authorized unit personnel to

contact in the event they are not authorized EPS web site users.

b. **UNIT** will generate the PER and the 4100, using the EPS web site. Immediately upon receipt, forward any 4100s for soldiers pending transfer or attached out to the gaining unit via Fax or E-mail. For soldiers recently transferred into the unit, contact the losing unit to obtain the soldier's 4100 and any source documents.

c. **1SG** and **Commander** will review PER and annotate the PER as to the status of the eligible soldiers. Only soldiers who are qualified and recommended for promotion by the command should be input. If it is determined that soldiers listed on the PER are not prepared to take on additional responsibilities from the next grade, the command will take the following actions:

(1) Prepare a DA Form 4856 (see Annex E). General Counseling Statement must be used to inform the soldier of the Commander's decision for non-recommendation. The counseling will detail quantifiable reasons for non-recommendation and a mentorship strategy to assist the soldier's growth.

(2) The soldier's EPS database will be marked "N" on the Accepts Promotion and Training Consideration Block.

(3) The unit will maintain the DA Form 4856 with the annotated PER in the MARKS folder. No other updates to

the soldier's record on the web site are required.

3-2. Updating the CA ARNG Form 4100-3-R-E

CA ARNG Form 4100-3-R-E is an Enlisted Promotion Worksheet (see Annex B). It is a hard copy of what is in the soldier's EPS database. The UNIT will give 4100s of recommended soldiers to their FLLs. The FLL will ensure the soldier reviews, updates and attaches valid supporting documents to their 4100s. Also ensure the soldier indicates desire for consideration for promotion and signs the 4100.

The following are the only valid documents to be attached to the 4100s for point updates:

a. **Soldier data:** All items in these fields are generated by SIDPERS. To update this data, please consult NGB Pam 25-10. Soldiers must attach the appropriate source document indicated for forwarding.

(1) **NCO Education Level:** DA Form 1059, DD Form 214, or NGB Form 22 to validate the highest NCOES level completed. To convert other services into Army training, see para 11-29, NGR(AR) 600-200.

(2) **Civilian Education:** Copy of high school diploma or GED certificate. IAW State Policy, all soldiers are required to verify college education through Official *Raised Seal* Transcripts. Transcripts must be received in a sealed envelope from the institution to OTAG ATTN: CAMP-SIB Mail Stop 32, PO Box 269101, Sacramento, CA 95826-9101.

(3) **Flagging Actions:** DA Form 268 removing action along with proof of compliance (DA Form 705 or Body Fat results).

b. **Awards:** Only awards listed in Table 3-2 are authorized to receive points. The awards preprinted in Section II on the CA ARNG Form 4100-1-3-R-E are considered verified. If you receive an award:

(1) **After the close of the previous year's submission deadline to present:** Provide a copy of an award order.

(2) **During previous cycles or not accounted for in Section II:** Provide a valid source document for all initial and subsequent awards.

(3) **Valid award source documents are:**

- Certified copy of DA Form 2-1/PERMED documents from CAMP-ERA
- DA Form 638 or orders for all Federal Awards
- CAL ARNG Form 638-1 or orders for State Awards
- Appropriate Memorandums for Federal/State Awards
- DD 214/DD 215/NGB Form 22
- Entry in the SIDPERS LSDB Awards fields

NOTE: Units which require support from CAMP-EPM for source documents should coordinate a minimum of 60 days prior to accommodate their request. Senior Commands may need to supply personnel to accomplish this mission.

c. Training and Education:

(1) **Weapons Qualification:** The unit Training NCO will ensure all Weapons Qualification scores are correct. If a preprinted entry in this field is outdated, line through the entry and enter the correct information. Source documents are not required.

(2) **Record APFT:** Only the latest record APFT scores will be used on the 4100. The record APFT score must be within 18 months for Mday soldiers and 8 months for AGR soldiers. Source documents are not required.

(3) **Other Resident Training:**

- DD 214s
- DA Form 1059s
- Certificates from DOD Sponsored Courses
- Certified Copy of DA 2-1
- NGB Form 22
- Certified copy of PERMS printout

(4) **Self-Development course:** The correspondence course hours preprinted in Section III on the CA ARNG Form 4100-3-R-E are considered verified. If you have completed a correspondence course:

(a) **After the close of the previous year's board to present:** Provide a copy of the sub-course or course completion notice.

(b) **During previous cycles or not accounted for in Section III:** Submit source documents for all initial and subsequent courses.

(c) **Valid Source Documents for:**

All Armed Forces/Correspondence Courses:

- Copies of all completion notices
- NGB Form 23 or 23B
- Official printouts from ACCP
- Certified internet printouts from ACCP

d. Voluntary Relocation Range: Soldier must check the appropriate voluntary relocation ranges. This distance is based from their current unit of assignment to the new duty location. Due to the size of this state and the distance between units within commands the following voluntary relocation ranges have been established to best address the needs of the greatest number of soldiers. Relocation ranges will be considered upon selections for positions but will not be a discriminator for promotions. Attempts will be made to accommodate "Hometown Promotions". Selections over 125 miles are considered case-by-case.

Relocation Range	Code
0-50 miles	1
0-125 miles	2

e. CAARNG 4101-R Promotion Appraisal Worksheet:

(1) A minimum of three, maximum of five, CA ARNG Fm 4101-R (Annex C), must be completed for

each recommended soldier. The first three will be completed using the published NCOER rating chain. If more than three are given to a soldier, the same standard for all soldiers in the same grade must be applied for that unit. (See Annex D for guidance on point ratings.) Return all completed appraisals to the Orderly Room.

(2) Scores over 239 points must have at least 1 Excellence indicated in Part IV of the NCOER. The unit 1SG will ensure any inappropriate scores are addressed to the rater for adjustment.

f. Verification and Final Signature:

(1) The FLL reviews the completed 4100 and attached source documents to ensure all requested points are documented. Undocumented points will be brought to the attention of the soldier. It is ultimately the soldiers responsibility that all points be properly documented prior to turn-in of the worksheet.

(2) The **Soldier** signs the 4100, indicating the desire to be considered for promotion, and returns the 4100 to the Orderly Room.

(3) If the soldier is unable to sign their 4100 (TDY, Hospital, out of country, etc.) the unit 1SG will enter "Soldier unavailable for signature" with the reason on the signature line.

(4) If the soldier is recommended for promotion by the commander, but fails to complete a 4100 worksheet by the imposed deadline, the following actions will be taken:

(a) Counsel the soldier on a DA Form 4856 that they will not be considered for promotion this cycle.

(b) Code them in the EPS website as "N" in the field "Considers Promotion and Training..."

(c) Attach a copy of the DA Form 4856 to the PER and maintain the MARKS file.

Chapter 4

Submission for Consideration of Promotion

4-1. Submission of EPS Database

a. **UNIT** will input completed 4100s and 4101s into the "Web Based" EPS.

b. **UNIT** will collect any source documents (as outlined in Table 3-1, 3-2, 3-3 & para 3-2.

c. **UNIT** will maintain all completed promotion packets and copies of source documents. There is no requirement to forward source documents to the Enlisted Promotions Section for validation. SIDPERS coding items must be input prior to the board cut off date to validate civilian/military education, time in grade, and time in service points. Commands will ensure authorized verification documents are used to award promotion points. Authorized documents are outlined in para 3-2 of this supplement. Unit will send required SIDPERS coding to arrive at this headquarters prior to the suspense date for the PL.

Chapter 5 MILPO Reports

5-1. The Master Promotion List

The Promotion List (PL) consist of all eligible and recommended soldiers for promotion. The Zone of Consideration List (ZCL) consist of PL soldiers who have met their NCOES requirements for promotion. The Master Promotion List will be published upon completion of the suspense date. Soldiers who fully meet the requirements for promotion are eligible for the ZCL. Soldiers on the eligibility promotion list may be selected to fill vacancies once the ZCL is exhausted. A Zone Consideration List (ZCL) will be derived from the eligibility promotion list. This ZCL will be used to prioritize vacancy fills. Only soldiers on the ZCL are selected to fill vacancies regardless of overall standing on the promotion list.

a. MILPO will release the Promotion List via website (<http://www.calguard.ca.gov/milpo>).

b. Current PL will supersede the previous PL upon publication. Requests for promotion from previous list must be received within seven working days of the published new list to be honored.

c. The PL will be in numeric order by CPMOS. Separate lists will be generated for MDAY/Tech and AGR soldiers.

d. The Master Promotion List (MPL) will be maintained at MILPO. No further distribution of this list is authorized. This list will be the only list used to determine official standings with regard to promotion. The Enlisted Promotion Manager/Coordinator will annotate point corrections, voluntary reclassifications, declinations and removals, on this list. MPL will be updated as changes occur (acceptances, declinations, discharges and other removal actions). Enlisted Promotion lists are also accessible via the website (<http://www.calguard.ca.gov/milpo>).

e. Challenges to the ZCL or PL must be forwarded in writing through the "Chain of Command" to MILPO in a timely manner and within the board cycle. All challenges after the board cycle will be returned without action.

5-2. Access to Enlisted Promotion Materials

a. Soldiers shall be given access to all related Enlisted Promotion Materials maintained at the unit level, to include access to the completed CA ARNG Form 4101-R's.

b. Access to official EPS database is restricted to Authorized TAG Personnel only. Soldiers that require copies of Enlisted Promotion System Materials should contact their unit to obtain copies from the unit MARKS files.

c. The unit will provide each soldier within their command access to the Enlisted Promotions website. The unit commander may do this by:

- Posting the web address on the Official Unit Bulletin Board.
- Posting a time/date that unit resources are made

available for soldiers to review their standings during duty hours.

- Print a copy of each soldier's standing from the website prior to each month and post this information on the Official Unit Bulletin Board.

Chapter 6 Filling Position Vacancies

6-1. Determining Selection Eligibility

a. No Enlisted Promotion selection will be submitted to this Headquarters until the following areas have been reviewed:

(1) Vacancy – is the position vacant according to SIDPERS?

(2) PCL – is the soldier on the PCL ? Is soldier number one, within relocation area?

(3) MOS – is the soldier MOS qualified and listed in that MOS on the web MPL?

(4) ETS - does soldier have enough Service Remaining Obligation? (to SGT-SSG 1yr; to SFC-SGM 2yrs.) If not, attach a copy of the DA Form 4826.

(5) NCOES – does soldier meet the NCOES requirements?

(6) Civilian Education – does soldier have a HS/GED or above?

(7) Security Clearance – does soldier meet the required clearance based on rank, MOS or position? (MSG-SGM minimum NAC)

(8) Flag – is soldier flagged? If yes, is DA Form 268 with supporting documents attached to remove the flag?

(9) Excess soldiers: Are there excess or over-grade soldiers in the unit?

b. If the soldier does not meet the eligibility determination, the selection/promotion is invalid. MILPO will return selection/promotion packets for correction or revocation.

c. **Units will not ceremoniously promote soldiers until Enlisted Promotions Section approves the packet. Annotations will also be made on the web MPL.**

6-2. Personnel Reassignments and Cross Leveling

a. **General:** The reassignments or transfer of qualified soldiers within the same grade IAW Chapter 5, NGR 600-200 is the first consideration when a vacancy occurs in a unit. Brigades will supervise Battalion's management of subordinate units. Lateral transfers provide deserving soldiers the opportunity to serve in a variety of staff and leadership positions, allowing commands to choose the soldier selected for the position.

b. **Duty Position Changes:** Units are authorized to fill vacancies within the unit by submitting UPS generated DA Form 4187, Duty Position Change. Units may move excess or over grade soldiers into vacant positions that match the soldiers current grade. If a vacancy does not exist within the unit, battalions are directed to review subordinate units prior to requesting Enlisted Promotion

Vacancy Fills. Secondary MOSs will be used after all PMOS soldiers have been exhausted on the MPL.

c. **Incumbency:** Effective 1 July 1996, the incumbency rule is deleted per Chapter 11, NGR (AR) 600-200. Undergrade soldiers not in “select” status must wait until they are next on the promotion list to be promoted. The exception to this policy is MOSs in Table 6-1.

d. **6-1:** Only soldiers marked selected, but not promoted from the pervious year’s list are considered incumbent. The exception is the Cal Force 21 policy.

e. **CALFORCE XXI:** For guidance on organizations affected by CALFORCE XXI, see published policies for Unit Reorganizations.

Table 6-1
Exempted MOSs

Promotable soldiers regardless of grade restrictions may fill the following positions.

MOS Thru Skill Level

16 Series	4
18 Series	3
79 Series	4
97 Series	2
98 Series	2

6-3. Filling a Unit Vacancy

a. The unit identifies an authorized vacancy using the latest SIDPERS generated UMR. A vacancy only exists if there are fewer soldiers assigned to the position than authorized, excluding ING soldiers. Only CAHR-AGR will fill AGR positions. See Chapter 12 for further information on AGR fill procedures.

b. Unit completes a vacancy request using the format in Annex F. Units forward the request through command channels to the SRCOM.

c. SRCOM validates the vacancy using the above procedure and the latest UMR.

d. SRCOM determines the 1st eligible soldiers on the MPL. Locating the 1st soldier within voluntary relocation range makes this determination. The CPMOS on the current MPL must coincide with the vacancy DMOS.

e. SRCOM will contact the service member to extend the vacancy offer. SRCOM may delegate this authority down to Company level. Delegations must be accomplished in writing with a copy furnished to MILPO. The contact procedure is:

(1) The SRCOM representative will contact the soldier and offer the position. Soldiers have 72 duty hours to accept or decline the offer, once contacted.

(2) If after 4 attempts to contact the soldier within a period of 14 duty days fail, the unit will contact the soldier’s unit of assignment.

(3) The unit of assignment will be tasked to make 3 attempts on 3 different duty days within a 10-day period to contact their soldier. Each attempt will be documented (see Annex G).

(4) If after both the SRCOM and the unit have failed to reach the soldier, the soldier may be bypassed (not removed) on the list.

(5) If the soldier is known to be away from their home or business on vacation, at school, or on business, the SRCOM must give the soldier an additional 7 duty days to return and receive the call.

(6) Documentation of all attempts to contact the soldier must be returned to the SRCOM for attachment to the position vacancy form.

(7) The soldier may accept the position by telephone.

(8) The senior unit FTM may accept on behalf of the soldier if the soldier is assigned to the unit where the vacancy exists.

(9) Only the soldier can decline a position.

f. SRCOM continues the process until the position is filled.

g. SRCOM forwards promotion packet with applicable source documentation and orders to OTAG ATTN: Enlisted Promotion.

h. Enlisted Promotion manager validates the selection.

i. Enlisted Promotion codes the approved orders and forwards coded order to the soldier’s MPRI.

The following items will be submitted with a completed selection/promotion packet:

(1) A completed request for Vacancy Fill

(2) Copies of all Position Offer Sheets

(3) Copies of any source documents as indicated in para 6-1

(4) Copies of any transfer or promotions orders as applicable

NOTE: Packets are to arrive at this headquarters within 30 calendar days of acceptance. Incomplete packets will be returned without action.

6-4. Enlisted Promotion Orders Requirement

The Senior Command that has control of both organizations will be responsible for executing the transfer and (if applicable) promotion orders on all Enlisted Promotion actions using the Web Based orders system. G-1 Division will consolidate Enlisted Promotion actions for all divisional units. Division G-1 may delegate, in writing, this authority to Brigades, providing a copy of the delegation to OTAG, ATTN: CAMP-EPM-EPS. With the exception of SGM promotions, SGM action authority is reserved to MILPO for command management purposes. If a soldier is transferred from one command to another, MILPO will execute the transfer and promotion order (if applicable at the time of transfer) for the soldier. Enlisted Promotion System control numbers will be placed at the end of the *Additional Instructions* line of Enlisted Promotion related orders.

6-5. Mandatory Conditional Statements

The following statements are required at the end of the additional instruction block, prior to the control number, for all orders related to enlisted promotions as applicable:

All Enlisted Promotion Orders:

“Promotion is not valid and is not effective if the soldier is not in a promotable status on the effective date of the promotion.”

Non-Phase II NCOES Graduates:

“The soldier must complete the NCOES course prescribed for the grade to which promoted as a condition of this promotion. Failure to meet this condition within 24 months will be cause for reduction in accordance with Para 11-56e, NGR (AR) 600-200.”

Soldiers Conditionally Promoted to SGM / CSM:

“The soldier must complete the US Army Sergeants Major Course as a condition of this promotion. Failure to meet this condition will cause reduction IAW para 11-56e, NGR(AR) 600-200.”

Soldiers Conditionally Promoted due to Reorganization

“The soldier must become MOS qualified 1 year after the effective date of the unit reorganization or inactivation as a condition of this promotion. Failure to meet this condition will cause reduction IAW para 11-56e, NGR(AR) 600-200.”

Soldiers Conditionally Promoted for Mobilization: (All mobilization promotion orders will be published by MILPO)

“The soldier must complete the NCOES course prescribed for the grade to which promoted as a condition of this promotion. Soldier will have one year after REFRAD to complete the training and must consent in advance to be reduced in grade without board action or appeal. Failure to meet this condition will cause reduction IAW NGR (AR) 600-200 para 11-28c and NGB-ARP-P Memorandum dated 25 Nov 97, SUBJ: Mobilization/Deployment & Redeployment/Demobilization Guidance for Operation Joint Guard.”

6-6. Promoting Out of Sequence

The Personnel Readiness Actions Committee (PRAC) will serve as the Enlisted Promotions System executive agent that will review the PCL and fill vacancies based on unit recommendations. The PRAC will be comprised of representatives from each MACOM. Soldiers will be promoted in the order they appear on the PL except when soldiers:

- Higher on the PCL or SCL decline a position
- Are outside of relocation range
- Flagged or otherwise ineligible for promotion at the time a position is available

6-7. Exhaustion of the List

If the MOS list is exhausted of all eligible soldiers before the next board is convened, the SRCOM representative will fill the position using the contact process in para 6-3 and the priority of fill sequence below.

a. The SRCOM will go the PCL for the next lower grade and use the procedures as outlined in paragraphs 6-2 and 6-3. Soldiers selected using this method must attach a copy of their ATTRS request for NCOES to the packet forwarded. All lower graded vacancies within the unit must be filled before this procedure can be used.

b. The following graded positions are not eligible for the 2 grades under fill procedure:

- SGT
- 1SG
- SGM

6-8. Extensions of Enlistment

Soldiers promoted to the grades of SGT and SSG must have one year remaining from their effective date of promotion to their ETS date. Soldiers promoted to SFC though SGM must have two years remaining from their effective date of promotion to their ETS date. Units that must extend a soldier to accept an Enlisted Promotion will use Chapter 7, Table 7-1, Rule F, NGR(AR) 600-200 and enter “Extension to Accept Enlisted Promotion “ in the appropriate block.

NOTE: For bonus eligible soldiers that have more than 90 days prior to ETS, contact this Headquarters for guidance.

6-9. Exception for Federally Activated Units

a. The following policy applies to any soldier assigned to a CA ARNG unit scheduled for Federal Activation and Overseas deployment.

b. Effective the date of the confirmed activation order from CAOT-TO, the following special position vacancy fill procedure will apply:

(1) A position confirmed as open, which can not be filled by cross leveling from within the unit will be listed by paragraph and line in a memorandum and sent immediately to CAMP-EPM-EPS.

(2) Once validated by Enlisted Promotions, the SRCOM for that organization will contact every eligible soldier on the current Promotion List and offer the position. The soldier will be briefed that the unit is scheduled to deploy overseas and given an approximate date of departure and return.

(3) No soldier will be removed from the list for declining the position.

(4) A memorandum for record will be completed regardless of acceptance or declination of the position offer. All memorandums for record will be attached to the request for vacancy fill (see Annex F) and forwarded to OTAG, ATTN: Enlisted Promotion for processing.

(5) Any soldier that accepts a promotion under this paragraph must deploy with the unit. Soldiers that fail to

do so will immediately be reduced and their orders handled using the De Facto policy outlined in Chapter 11, para 11-11, NGR(AR) 600-200.

6-10. Special Instructions for Reorganizations and Inactivations

a. The MILPO is responsible for the proper utilization of soldiers to ensure each is placed into an authorized duty position that will make the best use of their current MOS qualifications. The MILPO will work directly with Commanders to assist those soldiers who are reclassified due to unit reorganizations or inactivations. The first priority will be to laterally transfer soldiers into a vacancy compatible with their current grade and MOS. Considerations will be given to affected soldiers with regard to travel distance, career development and career progression. If there are no vacancies for which the soldier is MOS qualified soldiers will be reclassified to an authorized duty position that will make the best use of their skills, knowledge and abilities indicated in the description of their current MOS. Commanders will immediately notify these soldiers of their specific assigned duty position. Commanders will counsel the soldier regarding the reason and career considerations if their new duty assignment is not the PMOS, SMOS, AMOS or CPMOS of the soldier.

b. Soldiers, SSG and below, who cannot be properly utilized in authorized positions due to reorganizations may be assigned and properly utilized in a position one grade lower for not longer than one year. If you are placing a soldier using this method follow the instructions for utilization controls in paragraph 5-24, NGR (AR) 600-200.

c. AGR soldiers as a result of reorganizations will be placed in the AGR Priority Placement Program. The CA HRO will issue instructions for their utilization.

d. As stated in NGR (AR) 600-200, SFC, MSG and SGM cannot be used in lower positions. These soldiers must be reassigned to positions commensurate with their current grades or be involuntarily reduced and assigned to a vacant lower grade position. If however, there are no vacancies for which they are eligible due to reorganization, these soldiers may be assigned overgrade or excess to current unit requirements not to exceed one year. The MILPO and Commanders will review soldiers in this status for reassignment to authorized positions in their proper grades. Promotion authorities may not fill positions by promotion if excess personnel are available for reassignment.

e. Other limitations regarding NCO utilization are articulated in paragraph 5-24, NGR (AR) 600-200.

f. Soldiers who are involuntarily reclassified due to unit reorganization or inactivation remain MOS qualified for promotion purposes only up to 1 year after the effective date of the reorganization or inactivation. These soldiers may be conditionally promoted. Commanders will assist soldiers to obtain training within the required period of time. Soldiers who refuse or fail to qualify in their new MOS may be reduced without board action or appeal.

g. Soldiers in the grade of E3/PFC who are MOS qualified prior to unit reorganization or inactivation, are

involuntarily reclassified and who otherwise meet advancement requirements for E4/SPC may be advanced without consideration of MOS qualification for up to 1 year from the effective date of the reorganization or inactivation.

Chapter 7 Selection for Promotion

7-1. Soldier Accepts a Position

Once a valid offer is accepted, the soldier is granted “select status” and annotated as “ACCEPTED” on the promotion list. If the soldier is eligible for promotion at the time of selection, they will be marked “PROMOTED” on the promotion list. The soldier can remain in “select status” until promoted or removed through command action, not to exceed 24 months.

7-2. Assign

Once a soldier has been granted “select status”, they are assigned to the unit vacancy for which they were selected. Upon acceptance of the position, all administrative and training responsibilities rest with the gaining organization. The soldier is required to clear their former unit, normally within 30 days of acceptance. Orders will not be withheld pending unit clearance. Soldiers are expected to remain assigned to the position for at least one year. Reassignments prior to that period must be coordinated through Enlisted Promotions manager.

7-3. Training

Soldiers accepted for promotion, who lack the required NCOES for promotion in position selected have priority for the following schools:

- PLDC
- BNCOC (Phase I only)
- ANCOC (Phase I only)

Note: Selected NCOs will include their promotion control number on their school application. Soldiers who require NCOES for promotion must enroll through ATRRS within 45 days of selection. Soldiers who fail to enroll may be command removed IAW para 11-48g, NGR (AR) 600-200.

7-4. Promote

a. Once a soldier completes the requirements for promotion in their selected position, their chain of command will promote them.

b. The effective date of promotion will be set using the following criteria:

- (1) The day after the soldier completes the required NCOES course. Traditional guardsmen need only complete Phase I of the prescribed NCOES to be conditionally promoted.
- (2) The date the soldier gains “select status”, if otherwise completely eligible.
- (3) The day the position becomes available to fill (i.e.

if a position has excess soldiers until 1 Jan 96, the earliest possible date for “select status” is 2 Jan 96.).

c. No retroactive effective dates exceeding 6 months will be honored without prior written approval from MILPO. Orders that arrive with an effective date of older than 6 months that do not have written approval will be returned for revocation.

Chapter 8

Disqualification for Promotion

8-1. Suspension of Favorable Personnel Actions

For Enlisted Promotion purposes, soldiers are considered “flagged” when a condition exists that would cause a Suspension of Favorable Personnel Action (DA Fm 368) to be initiated, whether coded or in process of being forwarded through command channels for coding. Such as:

a. Flagged personnel who are pending separation for weight control, APFT failure, or UCMJ action must be removed from the list in accordance with para 11-49, NGR(AR) 600-200.

b. Soldiers who become “flagged” for APFT or Weight Control after obtaining list status will remain on the list but can not accept selection during the period of the flagging action.

c. Soldiers suspended on Adverse Action Flags that will not expire before the end of the cycle will be command removed by their units. The ADCO may initiate command removal for drug and alcohol related offenses.

8-2. Falsified Entries on CA ARNG Form 4100-3-R-E

If it is determined that a soldier or unit has falsified documents or entries, the case will be referred to the Staff Judge Advocate for disciplinary action.

Chapter 9

Removal from Selection Process

9-1. Removal from Select Status

The criteria for removal from “Select Status” are found in Para 11-49, NGR (AR) 600-200. Removal from the list nullifies the control number and “Select Status”. The Enlisted Promotion manager must be informed if a soldier is removed from “Select Status”.

9-2. Administrative Removal

When it is found that a soldier should be removed from the list for administrative reasons as stated in para 11-48 NGR (AR) 600-200, the commander will promptly advise and forward all substantiating documentation to OTAG, ATTN: Enlisted Promotion. Enlisted Promotion will, if

substantiated, line through the soldier on the MPL and file the removal in the appropriate MARKS file. Soldiers that have transferred to the ING or to another service should have a request for administrative removal submitted with a copy of the applicable order immediately to Enlisted Promotion. ING soldiers do not appear on updated PLs.

9-3. Command Initiated Removal

When a commander determines a soldier should be removed from the MPL for cause, he must initiate a Command Initiated Removal IAW para 11-49 NGR(AR) 600-200. The Commander must submit the recommendation for removals through command channels (see Annex J and para 8-1c).

Chapter 10

Modifying the Published Promotion List

10-1. Voluntary Relocation Range Request

Once the PL is published, a soldier can voluntarily request to change Relocation Range at any time. Request must be in writing to OTAG, ATTN: CAMP-EPM-EPS with the following information:
Name, SSN, PMOS and New Relocation Range.

10-2. Standby Advisory Board

A Standby Advisory Board (STAB) will be conducted every six months after the cycle date. IST, ISR, new accessions and soldiers erroneously missed may be added to the MPL at this time as applicable. This headquarters will establish effective date of eligibility. STAB will not be used to update points for soldiers currently on the MPL. *The STAB will not be conducted to address failures of units to submit promotion packets prior to the board date.* Results of the STAB will be provided to the Enlisted Promotion manager for appropriate action. The MPL will be updated to add all corrections as the results of STAB. STABs are conducted using the EPS program and are announced via official memorandum. A STAB can only be conducted once per cycle.

Chapter 11

Declining Position Vacancies

11-1. Declination Procedures

Soldiers are expected to accept assignments within their Voluntary Relocation Range. Soldiers who decline position vacancy will be removed from the Master Promotion List and the Priority of Training List (PTL). Soldiers removed from the MPL will not be eligible to be selected/promoted until the next Promotion Cycle. Soldiers who decline reassignment are not eligible to be restored on the MPL from which they were removed. The exception is, if they were erroneously removed or receive an approved hardship waiver.

11-2. Mandatory Statement for Declining Soldiers

If a soldier declines a position vacancy, which would result in removal from the MPL, the following statement must be read immediately to the soldier:

“You are about to decline an Enlisted Promotion vacancy in which you are qualified to accept. If you do so, you will be immediately removed from the Promotion List for this cycle. Do you want to decline this position?”

11-3. Declination Hardships

If a hardship exists that is unusual in nature, which did not exist when the soldier completed their promotion packet, the individual may be eligible for a Hardship waiver. Hardship waivers will include:

- a.* A memorandum signed by the soldier detailing the situation.
- b.* Certified copies from medical personnel, employers, lawyers, or other professionals that are directly involved and can verify the situation.
- c.* A memorandum from the unit Commander requesting waiver on behalf of the soldier.

Soldiers, who qualify for a hardship waiver of declination, must submit their request within 30 days of declination. Requests will be submitted through command channels for approval with supporting documentation. If the hardship waiver is approved, the soldier will be added back onto the MPL effective the date of the approval.

Chapter 12 AGR / Technician Positions

TBP (To Be Published)

Table 3-1
Civilian Education Point Values

TYPE	SEMESTER HOURS	SIDPERS CODE	POINT VALUE
GED	N/A	F/G/H	0
High School Grad	N/A	E	
College or Trade School	0-29	N/A	0
60-89	30-59	J	30
90-119	K	60	
120+	L	80	
	M	95	
AA Degree	N/A	I	65
BA Degree	N/A	N	100
Quarter Hrs = 1 semester Hr			
Trade School: 16 Classroom Hrs = 1 semester Hr			

NOTE: Only Civilian education coded in SIDPERS on the day prior to the release of the Validation List will receive credit IAW Current Accredited Institutions of Post secondary Education Program Guide.

Table 3-2
Authorized Awards

Medal of Honor (MOH) = 35
Distinguished Service Cross (DSC) = 35
Defense Distinguished Service Medal (DDSM) = 35
Distinguished Service Medal (DSM)=35
Silver Star (SS) = 35
Defense Superior Service Medal (DSSM) = 35
Legion of Merit (LOM) = 35
Distinguished Flying Cross (DFC) = 35
Soldier's Medal (SM) = 35
CA Medal of Valor (CAMV) = 35
CA Military Cross (CAMC) = 35
Bronze Star (BS) = 30
Purple Heart (PH) = 30
Order of California (CAOC) = 30
Defense Meritorious Svc Medal (DMSM) = 25
Meritorious Service Medal (MSM) = 25
CA Medal of Merit (Camm) = 25
Air Medal (AM) = 20
Joint Service Commendation Medal (JSCM) = 20
Army Commendation Medal (ARCOM) = 20
CA Commendation Medal (CACM) = 20
Joint Service Achievement Medal (JSAM) = 15
Army Achievement Medal (AAM) = 15
Prisoner of War Medal (POW) = 10
Combat Infantry Badge (CIB) = 10
Combat Medical Badge (CMB) = 10
Expert Infantry Badge (EIB) = 10
Expert Field Medic Badge (EFMB) = 10
Korean Service Medal (KSM)=5
Vietnam Service Medal (VSM)=5

Southwest Asia Medal (SWASM)=5
Armed Forces Expeditionary Medal (AFEM)=5
Driver Badge = 5
Mechanic Badge = 5
Tomb Guard Badge = 5
Campaign Stars to Service Medals = 5

NOTE: Other Branch Services and State Awards receive point value equivalent to this table.

Table 3-3
Points for Time in Grade and Time in Service

TIG = Use DOR (date of rank) to compute TIMIG at 5 points for each full year up to 15 years (75 points maximum.)

Years	Points	Years	Points
1 =	5	8 =	40
2 =	10	9 =	45
3 =	15	10 =	50
4 =	20	11 =	55
5 =	25	12 =	60
6 =	30	13 =	65
7 =	35	14 =	70
		15 =	75

TIS = Use PEBD (pay entry basic date) to Compute TIS (time in service) at 2 points per Full year up to 25 years of service (50 points maximum.)

Years	Points	Years	Points
1 =	2	13 =	26
2 =	4	14 =	28
3 =	6	15 =	30
4 =	8	16 =	32
5 =	10	17 =	34
6 =	12	18 =	36
7 =	14	19 =	38
8 =	16	20 =	40
9 =	18	21 =	42
10 =	20	22 =	44
11 =	22	23 =	46
12 =	24	24 =	48
		25 =	50

Table 3-4
Points for weapons qualification (maximum 75 points.)

Level	Points
Marksman	25
Sharpshooter	50
Expert	75

Table 3-5

**Points for army physical fitness test
(maximum 75 points.)**

Score	Points	Score	Points
0-180 =	0	241-243 =	48
181-183 =	1	244-246 =	50
184-186 =	2	247-249 =	51
187-189 =	3	250-252 =	52
190-192 =	5	253-255 =	54
193-195 =	7	256-258 =	55
196-198 =	9	259-261 =	56
199-201 =	12	262-264 =	57
202-204 =	15	265-267 =	58
205-207 =	18	268-270 =	59
208-210 =	21	271-273 =	60
211-213 =	24	274-276 =	61
214-216 =	27	277-279 =	62
217-219 =	30	280-282 =	63
220-222 =	33	283-285 =	64
223-225 =	36	286-288 =	65
226-228 =	39	289-291 =	66
229-231 =	42	292-294 =	67
232-234 =	44	295-297 =	68
235-237 =	46	298-299 =	70
238-240 =	47	300 =	75

Points awarded for completion of 5 sub-courses or totaling 25 hours in a series.

Table 3-6

Points for other resident training. Enter 5 points per full week of training. Must complete 40 hours or 5 days consecutively, to be recorded. (100 points maximum.)

Weeks	Points	Weeks	Points
1 =	5	11 =	55
2 =	10	12 =	60
3 =	15	13 =	65
4 =	20	14 =	70
5 =	25	15 =	75
6 =	30	16 =	80
7 =	35	17 =	85
8 =	40	18 =	90
9 =	45	19 =	95
10 =	50	20 =	100

Table 3-7

Points for Self-development courses, Extra 5 points for diploma completion notice. (maximum 75 points.)

Hours	Points	Diplomas	Points
5 =	1	1 =	5
10 =	2	2 =	10
15 =	3	3 =	15
20 =	4	4 =	20
25 =	5	5 =	25
40 =	8		
45 =	9		
50 =	10		

ANNEX A

References

Section I

Required Publications

NGR (AR) 600-200 Chapter 11
Enlisted Personnel Management

Section II

Related Publications are merely a source of additional information. The user does not have to read it to understand this publication.

AR 25-55
The Department of Army Freedom of Information Act Program

AR 25-400-2
The Modern Army Record Keeping System (MARKS)

AR 310-50
Authorized Abbreviations, Brevity Codes, and Acronyms

AR 600-8-2
Suspension of Favorable Personnel Actions (Flags)

AR 600-8-22
Military Awards

AR 600-8-105
Military Orders

AR 600-9
The Army Weight Control Program

AR 600-37
Unfavorable Information

AR 611-201
Enlisted Career Management Fields and Military Occupational Specialties

AR 623-205
Non-Commissioned Officer Evaluation Reporting System

NGR 310-10
Military Orders

NGB Pam 25-10
Standard Installation/Division Personnel System
Army National Guard (SIDPERS-ARNG) Data Element
Dictionary

CALARNGR 672-1
Military Awards and Decorations

CAARNG Form 4100-1-R-E
Enlisted Promotion Point Worksheet (SPC-SGM)

CAARNG Form 4101-1-R
(Enlisted Promotion Appraisal Worksheet)

DA Form 200 Transmittal Record

DA Form 4187 (Personnel Action)

Section III

Referenced Forms

DA Form, 201 (MPRJ)